

Note to self: Create a How Do I with this....

(SCENARIO 2)

The employee was off work the entire pay period and did not wish to use additional leave, what action would be taken?

Place your cursor in the row containing Regular (REG) hours and delete the entire row (Click on the Delete Row icon or press F8) since the employee did not work any hours this period.

Place your cursor in the row containing Workers Compensation Sick (WSL) hours and delete the entire row (Delete Row icon or press F8) since we added that row for the previous example.

Turn the OK to Process? checkbox on (X).

Click on the Save icon (Diskette).

Click on the Cancel icon (Red X located on the Tool Bar) to clear the screen.

The OK to Process? check box must be turned on (X) even if the only row in the Time and Leave Detail is the Workers Compensation Hours (WCH/WCE) row so the employee will receive leave accrual based on the hours reported under WCH/WCE. The hours recorded using WCE will reduce a salaried employee's pay.